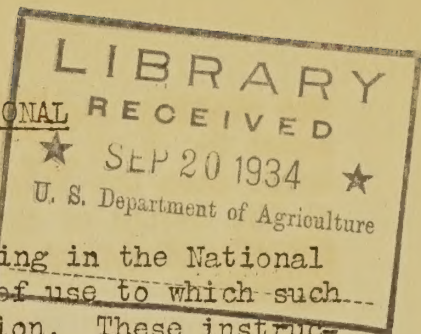


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USE OF FORMS FOR PARTICIPATION IN THE NATIONAL
SURPLUS TAX EXEMPTION CERTIFICATE POOL



This description of the use of forms for participating in the National Surplus Tax Exemption Certificate Pool follows a sequence of use to which such forms are put rather than a sequence of numerical designation. These instructions should be followed closely in sending remittances to the Pool.

A. Producer's Statement and Trust Agreement.

Form B.A. 117 is a statement which must be filled out by the producer, verifying the fact that certificates he plans to surrender are surplus certificates. This statement is kept on file in the County Assistant's office.

If this statement is acceptable to the County Assistant, the producer is eligible to enter into a Trust Agreement with the Pool Manager. This agreement is set forth on Form B.A. 116.

In the upper left corner of Form B.A. 116 the blanks should show: (1) the Trust Agreement Serial number starting from 1, (2) the application Serial number of the producer's application for an allotment under the Bankhead Act (Form No. B.A. 8) and (3) the State and County code number (the rubber stamp in the County Agent's office may be used). In describing the surplus certificates surrendered to the Pool, care should be taken to see that "net pounds" should equal the difference between "pounds from _____" and "pounds to _____." If a producer surrenders part of a certificate consisting of blocks in the middle of said certificate, bear in mind that the lowest block is good for poundage up to the preceding 5 pound block. For example, in the illustration a producer submitted

	/15/20/25/30/35/40/45
3750	/55/60/65/70/75/80/85/90/95
3800	/ 5/10/15/20/25/30/35/40/45
3850	/55/60/65/70/75/

blocks which apparently will be listed as from 3715 to 3875, making a total of 160 pounds surrendered. It can be seen, however, by counting the blocks and multiplying by 5 that really 165 pounds were surrendered. Hence, it was an error to use the figure 3715; since block 15, the lowest block, is good for poundage up to the preceding block, the figure 3710 although not shown, should be used. In this manner, describe each certificate so surrendered, entering this total in the space provided in the lower right corner of page 1, and in the blank space after the name and address of the producer.

This Trust Agreement should be prepared in triplicate, the original and the producer's copy with the certificates stapled thereto being forwarded to Washington and the third copy remaining in the County Assistant's files.

B. Report of Certificates Surrendered

Form B.A. 112, the Report of Certificates Surrendered and B.A. 113 the Continuation Sheet, should be prepared in triplicate. The blanks in the upper right corner should show first the State and county, name and code, and second the report number, starting from 1. In the upper left corner, provision is made

for stating the number of sheets used in a single report. For instance, Sheet No. 1 of 3 sheets." The material for the body of Form B.A. 112 is taken from the information given on the Trust Agreements. Provision is made at the bottom of the page to show first, the total pounds surrendered in one report and second the accumulated total of pounds surrendered on all reports to date.

Spaces for Sheets No. 2 and No. 3 have reference to Continuation Sheet, Form B.A. 113 which should be filled out as above directed for Form No. B.A. 112. Two copies of this report should accompany the Trust Agreements listed thereon and sent by registered mail to Washington, serving as an invoice for said Agreements. No Agreements can be accepted without this invoice. The third copy is retained in the County Assistant's files. The frequency with which this report is submitted depends upon the judgment of the County Assistant. It is necessary, however, that a report should be sent at least weekly.

C. Report of Certificates Sold.

Form B.A. 114, the Report of Certificates Sold, provides an invoice of the pounds detached, pounds sold, the monies received, and a description of payment (only post office money orders, certified checks, or bank drafts, payable to "Certificate Pool Manager"). This report must accompany all remittances and detached parts of certificates.

Before forwarding to Washington, the County Assistant's office should check the entries of each transaction to see (1) that "lbs. detached" plus "lbs. sold" equal 5,000 and (2) that "lbs. sold" multiplied by the selling price equals the "amount received." The person checking should enter his initials in the column provided for that purpose. Enter the totals of "lbs. detached" and "lbs. sold" in the spaces of line 5 in the lower part of the page. Also enter the total of "lbs. sold" and "amount received" in the space indicated at the foot of the respective columns.

The space at the bottom of the page should be filled out on each report so that the Pool Manager may be informed as to the relationship between certificates on hand in the County Assistant's office and certificates he has authorized for sale. On line 4 bring forward the figures from line 6 of the previous report. Line 7 is a total of sales and detachments shown in line 6. all of these entries are made on the basis of certificate poundage and not on actual number of certificates.

Form B.A. 115 is a continuation sheet for the Report of Sale. The frequency of submitting this report depends upon the volume of sales. The County Assistant should exercise his own judgment in this matter.

To facilitate tracing of loss, send by registered mail.

D. Miscellaneous.

Since no provision has been made in the regular budget for the expense of registering mail, it will be necessary to advance this cost out of personal funds to be reimbursed by the Pool upon receipt of the voucher.